

TRAVEL EXPENSE CLAIM

See Instructions and Privacy

Statement on Reverse Side

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STD 262 (REV 10/92)

CLAIMANT'S NAME Francisco Castillo			SSAN OR EMPLOYEE NUMBER			DEPARTMENT Communications		
POSITION Deputy Press Secretary			CB/ID NUMBER			DIVISION OR BUREAU		
RESIDENCE ADDRESS State Capitol			HEADQUARTERS ADDRESS			TELEPHONE NUMBER		
CITY Sacramento	STATE CA	ZIP 95814	CITY			STATE		

MONTH/YEAR		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION				BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME			BREAKFAST	LUNCH	DINNER		COST OF TRANS	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE MILES	AMOUNT	
25-Oct	10AM	Sac- Long Beach	263 50					301 20			10	4 45	569 15
26-Oct		Long Beach	263 50			15 17	6 00						284 67
27-Oct		Long Beach	263 50			10 78	6 00						280 28
28-Oct	11AM	Long Beach-Sac		2 02			6 00				10	4 45	12 47
													0 00
31-Oct	5:30p	Oak - Bur	154 01					301 20			113	50 29	505 50
1-Nov	3:30p	Bur - Oak						34 92		30 00	113	50 29	115 21
													0 00
												0 00	0 00
												0 00	0 00
												0 00	0 00
												0 00	0 00
												0 00	0 00
												0 00	0 00
SUBTOTALS			944 51	2 02	0 00	25 95	18 00	637 32	0 00	30 00	246	109 48	0 00
COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												\$1,767.28	

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

10/25-28: Staffed First Lady at Women's Conference

10/31-11/1: Staffed First Lady at Alzheimer's Association Memory Walk

NORMAL WORK HOURS

PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

0.415

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

240774

I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750 0751 0752 0753 and 0754 pertaining to vehicle safety and seat belt

DATE

11/12/09

SIGNATURE

DATE

11/12/09

SIGNATURE OF TITLE

DATE

11/23/09